



LINDA A. KELLEHER
CITY CLERK

CITY OF READING, PENNSYLVANIA

CITY COUNCIL
ROOM 2-24
815 WASHINGTON STREET
READING, PA 19601-3690
(610) 655-6204

August 28, 2007

Ms. Heather Dunkle, Purchasing Coordinator
City of Reading
Purchasing Division
815 Washington Street
Reading, PA 19601

Dear Ms. Dunkle:

The City of Reading City Council, at their Regular Business Meeting held on Monday, August 27, 2007, approved the following contract awards:

Award of Contract- to GeoDecisions, 1515 Market Street, Suite 2020, Philadelphia, PA 19102, to conduct a signs and signal inventory throughout the City of Reading. GeoDecisions submitted a total proposal price of \$122,047.60.

Award of Contract- to American Rock Salt Co., LLC, P. O. Box 190, Mt. Morris, NY, 14510, at a bid price of \$48.52 per ton for delivered salt and \$46.50 for picked-up salt for the Department of Public Works.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda A. Kelleher".

Linda A. Kelleher
City Clerk

C: City Council
Managing Director
Solicitor



FAX: (610) 655-6427 TDD: (610) 655-6442



AGENDA MEMO

FINANCE DEPARTMENT

TO: City Council
FROM: Heather Dunkle, Purchasing Coordinator
PREPARED BY: Heather Dunkle, Purchasing Coordinator
MEETING DATE: August 13, 2007
AGENDA MEMO DATE: August 8, 2007
RECOMMENDED ACTION: Awarding of Contract for Signs and Signal Inventory for the Information Technology Division.

RECOMMENDATION

The recommendation is to award the contract to GeoDecisions, 1515 Market Street, Suite 2020, Philadelphia, PA 19102.

BACKGROUND

Proposals for signs and signal inventory were received on August 1, 2007, for the Information Technology Division. The response to the requests for proposals was evaluated independently by the members of the RFP selection review committee. The proposal was rated on the basis of experience, qualifications, cost and scope of services provided. GeoDecisions was the sole proposal submitted.

BUDGETARY IMPACT

The Information Technology and Accounting Divisions have confirmed there are sufficient funds in budget account code 34-04-23-4802, project code 34-04-23-101, funding source 2006 LOC to cover this contract with \$627,952.40 remaining in the account code after the contract funds are encumbered.

PREVIOUS ACTIONS

None.

SUBSEQUENT ACTION

Formal action by Council is needed to award the contract at the August 13, 2007 meeting.

RECOMMENDATION

The recommendation is that City Council approve the recommendation of the Administration to employ GeoDecisions to perform the Signs and Signal Inventory for the Information Technology Division.

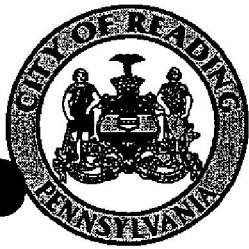
RECOMMENDED BY

Mayor, Managing Director, Director of Finance and Purchasing Coordinator.

RECOMMENDED MOTION

To approve/deny Administration's recommendation that GeoDecisions be retained for the signs and signal inventory for the Information Technology Division.

cc: File



CITY OF READING, PENNSYLVANIA

MEMORANDUM

TO: Thomas McMahon, Mayor
Leon Churchill, Managing Director
Ryan Hottenstein, Finance Director
FROM: Heather L. Dunkle, Purchasing Coordinator *HD*
DATE: August 8, 2007
SUBJECT: Contract – RFP Signs & Signal Inventory

On August 1, 2007, the City received proposals for a Signs and Signal Inventory for the Information Technology Division. After reviewing and evaluating the proposals, it was determined by the selection committee that the contract be awarded to GeoDecisions at the submitted total proposal price of \$122,047.60.

If you concur with our recommendation, please sign at the appropriate area on the attached memorandum. Following execution of all signatures, please return to Purchasing so I may contact the successful vendor and ask the Solicitor's Office to prepare the contract documents.

If you require any further information, please contact me at X6207.

pc: Henry Tangredi, IT Manager
File

RECOMMENDATION MEMORANDUM

TO: Henry Tangredi, IT Manager

FROM: Heather Dunkle, Purchasing Coordinator

SUBJECT: Contract – RFP-Signs & Signals Inventory

DATE: August 7, 2007

May we please have your recommendation on the award of the above listed proposal. All proposals are available for review in the Office of the Purchasing Coordinator. The completed form should be returned to the Office of the Purchasing Coordinator no later than **TUESDAY, AUGUST 14, 2007, AT 2:00 P.M.**

1. After reviewing the proposals, recommendation is made to award the contract to GeoDECISIONS who is the best qualified proposer.
 2. The above listed proposer meets or exceeds all City specifications for this proposal yes
 3. After reviewing the proposals, recommendation is made to award the contract to N/A who is not the low proposer
Justification: _____
 4. Reject all proposals. Justification: N/A
- Budget Account Code and Total amount to be charged 34-04-23-4802 PROJ# 34-04-23-100 &
\$122,047.60 F/S 2006 LOC
6. I have checked with the Accounting Office and have determined sufficient funds are available in this account code
 7. Amount remaining in this account code after the contract funds are encumbered. \$1027,952.40
 8. Is this item in the Capital Equipment/Improvement Budget for the current fiscal year? FY 2006
 9. What amount is listed in the Capital Budget? \$750,000
 10. Is this proposal for the entire project or is this a phase? Phase

APPROVAL TO AWARD CONTRACT TO ABOVE LISTED BIDDER:

Department Director [Signature]

Date

PLEASE RETURN TO PURCHASING FOR THE EXECUTION OF BELOW SIGNATURES.

Director of Finance [Signature]

Date 8/8/07

Managing Director [Signature]

Date 8/8/07

Mayor _____

Date

August 2, 2007

To the Mayor
City Hall
Reading, PA

**RFP TO RETAIN QUALIFIED PROFESSIONAL SERVICE FIRM TO PROVIDE
AN INVENTORY OF STREET SIGNS AND TRAFFIC SIGNAL ASSETS FOR
THE CITY OF READING, PENNSYLVANIA**

Proposals were received from the following firms:

Geo Decisions
Suite 2020
1515 Market Street
Philadelphia, PA 19102-1917

HEATHER DUNKLE
Purchasing Coordinator